

**eSMR User Group Meeting**  
**December 12, 2007**  
Meeting Minutes

**Attendees:**

<input checked="" type="checkbox"/>	Francisco Chiang	<input type="checkbox"/>	Jon Bishop	<input checked="" type="checkbox"/>	Joy Castaing
<input checked="" type="checkbox"/>	John Ginn	<input checked="" type="checkbox"/>	Mike Paulucci	<input type="checkbox"/>	Patrick Ingram
<input checked="" type="checkbox"/>	James Miers	<input checked="" type="checkbox"/>	Larry Kerrigan	<input checked="" type="checkbox"/>	Dan Pierce
<input checked="" type="checkbox"/>	Ron Robinette	<input type="checkbox"/>	Jason Sinkler	<input type="checkbox"/>	Kay Yamamoto
<input checked="" type="checkbox"/>	Don Swiden	<input type="checkbox"/>	Dan Jackson	<input checked="" type="checkbox"/>	Rachel Van Exel
<input checked="" type="checkbox"/>	Amy Tong	<input type="checkbox"/>	Imam Mohammed	<input checked="" type="checkbox"/>	John Carmona
<input type="checkbox"/>	Rueen-Fang Wang	<input checked="" type="checkbox"/>	Edward Filadelfia	<input type="checkbox"/>	David LaCaro
<input type="checkbox"/>	Paul Yao	<input checked="" type="checkbox"/>	Valerie Housel	<input checked="" type="checkbox"/>	Russ Colby
<input checked="" type="checkbox"/>	Hoang Nguyen	<input checked="" type="checkbox"/>	Mike Troughon	<input type="checkbox"/>	Jack Price
<input type="checkbox"/>	Darrin Polhemus	<input checked="" type="checkbox"/>	Susan Bremser	<input type="checkbox"/>	Alex Carlos
<input checked="" type="checkbox"/>	Rassam Zarghami	<input type="checkbox"/>	Akin Babatola		

**Meeting Summary:** The focus of this meeting was to examine the discharger eSMR submission process. The following topics were discussed:

Project Schedule

Please review "eSMR\_meetingcalendar\_071211.doc" which highlights the meeting schedule through February.

Current Permit Coding Issues

We discussed the following issues from the last meeting during review of the current electronic coding process:

1. Some sample types missing
2. Dealing with intermittent discharge and related sampling frequency
3. Blending-multiple plants where discharge occurs, co-mingling of effluents
4. parameters not available
5. Better output of electronically coded requirements needed
6. Reporting frequencies not available (reporting semi-annual results in any month, etc.), permit requires quarterly reporting, requirements should show at each monthly report, ability to combine reporting
7. Dealing with annual sampling event
8. "Work In-Progress" environment for case work and discharger to work out permit coding issues before submitting eSMR
9. Ability to share requirement coding with the dischargers.
10. How is CIWQS going to handle ongoing changes to requirements after the permit is adopted.

These issues are formally documented in the Permit Coding requirements document (taskorder1\_permitcoding\_071211.doc).

Discharger eSMR Process

- Two active orders for one facility
- The CIWQS Data Summary/Report layout does not comply with the reporting requirements of the NPDES permits
- The CIWQS Data Summary/Report displays inaccurate information
- The CIWQS compliance checking calculations do not function correctly
- Need ability to look at already submitted reports
- Show facility name while editing report

Discharger eSMR Process (continued)

- Frame header information
- No discharger calendar
- Don't allow duplicate samples (same parameter/time, etc.)
- CDF must recognize DNQ (not displaying on data summary)
- Ability to edit submission on data summary screen?
- Data summary screen should be sortable and able to export to Excel
- Error check should check: report is on time, exceedances
  - Better description of errors
  - Overlapping weeks
  - Accelerated testing (sample semi-annual req's ahead of time)
  - Detail the business rules contained in the error checker
- Dischargers do not want to be able to pick any PV's generated from the error checker and call them violations
- Discharger should get a "feedback" report to tell them what happens to violations
  - Status of report review by case worker

**Action Items:**

Item #	Who	Action Item	Status/Notes
1	Ron	Project Schedule.	COMPLETE. Also include meeting schedule with potential topics.
2	Rassam	Coding Sheet	COMPLETE. Send sample output of coding sheet to Ron. Now posted on website.
3	Darrin/Russ	Coding Process	Decide on policy of electronic submission process. Decide if submission is required in both electronic and paper format.
4	All	Coding Process	Develop Quality Assurance/Quality Check process for electronic coding. Discharger/Case worker.
5	Don/All	DDLs	Review drop-down values used for electronic coding process and determine if there are any missing or no longer valid.
6	Susan/Kristen	Parameter List	COMPLETE. Send Ron list of parameters that CIWQS does not have.
7	All	Confirm Requirements	Confirm changes/requirements for permit coding process.
8	Hoang/Francisco	Permit Coding Design Draft	PENDING CONFIRMATION. Create mock-up screens for changes/requirements gathered for coding process.
9	All	Discharger Submission	Review Mantis issues related to "discharger screen", "error check", and "CDF Tool" as the 12/12 meeting will be spent review the discharger portion of eSMR.
10	Ron	Process Flowchart	New. Allow process routing to change due to changes in permit.

**Closed Items:**

Item #	Who	Action Item	Status/Notes
1	Darrin	USEPA Compliance	COMPLETE. Received information from USEPA regarding the ICIS Schemas for Batch Processing. The full batch capabilities for all data will be available in FY 2009, while electronic DMRs and DMR data transfers is scheduled for the late FY2008.

Item #	Who	Action Item	Status/Notes
2	Rassam/Ron	Categorize current Mantis issues related to process flow	COMPLETE. Field was added to Mantis issue tracker "eSMR Subcategory" with categories of Case Worker, CDF Tool, Discharger Screen, Error Check, and Permit Coding.
3	Ron	Project Website	COMPLETE. <a href="http://www.waterboards.ca.gov/ciwqs/usergroup_selfmonitorreports.html">http://www.waterboards.ca.gov/ciwqs/usergroup_selfmonitorreports.html</a>
4	All	12/5/2007 Meeting Focus: Coding Sheet Process	COMPLETE. Review mantis issues related to permit coding process.
5	Akin	Sampling Type	COMPLETE. Send Ron list of sampling types that are incorrect/missing in CIWQS.